

PB/NSC file

Executive Registry
79-8139

20 August 1979

MEMORANDUM FOR: Distribution

FROM : PB/NSC Coordinator

SUBJECT : Support for DCI Presidential Briefings, SCC/PRC Meetings, DCI Meetings with Cabinet Officers (U)

1. All of these subject functions have recently been consolidated in the Presidential Briefing/NSC Coordination Staff. Other members of this office include [redacted] We are now located adjacent to the Executive Secretariat in 7E23. Our phone numbers are [redacted] and any mail can be sent c/o Executive Registry, Room 7E12. (U)

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2. Our basic purpose is to ensure the DCI/DDCI is fully prepared for Presidential Briefings and for various meetings with key policymakers. In doing this we will be working with cognizant individuals in the various directorates and independent offices. Following is a brief description of how this is done:

a. Presidential Briefings. After the August vacation period we expect to resume the pattern of regular briefings. Depending on the President's schedule this could again be on a weekly basis. Ideally we will have 2-3 weeks to develop a briefing topic before it is actually given; however, there are always certain issues of topical interest which must be pulled together more quickly. The following procedures are illustrative of how we provide the necessary briefing support.

- Suggested topics for briefings are welcomed from all sources. The Director (or DDCI if he is briefing) will choose from among available topics for each briefing. Where possible we would like to build on on-going work so as to minimize any turbulence to those who will be involved in the briefing preparations.

- Time permitting, prior to the initiation of work in support of a briefing, we will ask the cognizant Directorate to designate the primary

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action officer with whom we will deal. (In the vast majority of cases this will be DD/NFA.) For each topic I will then normally assign either [] as the Briefing Coordinator. When time does not permit, we may go directly to the cognizant analyst for information ensuring that others in the chain-of-command are made aware of our activities.

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- Whoever is designated as primary action officer plays a key role. That individual should be the one who can pull together the various pieces of the briefing, synthesize them in the development of coherent presentation and work with the Briefing Coordinator in the development of the DCI's Talking Points (a unique art form drawn from the material provided).
- This individual, in conjunction with the Briefing Coordinator, will ensure that other Community components/Directorates/Offices (e.g. State, DIA, NSA, DDO, DDS&T, DD/CT) are brought into the briefing preparations as appropriate.
- There will almost always be a DCI Presidential Pre-Brief for any subject scheduled to be covered. Specific attendees will be governed by the subject material but generally, in addition to the DCI, DDCI, DD/NFA, attendance will be limited to those individuals from NFAC, DDO, DDS&T, DD/CT, DD/RM who are working on any given briefing topic. Where possible, and depending on the length and complexity of the subject, additional meetings will be held so that the Director can benefit from an exchange with the experts.
- We will be promulgating a periodic memorandum, for planning purposes only, which notes what subjects remain on the active list of potential topics. Such a listing, of course, is tentative and subject to change.
- If, for whatever reason, a subject is dropped as a briefing topic, the time and effort spent is not wasted, for often these become the basis for PDB annexes, NID articles, future production or monographs for dissemination to the President and key Cabinet officials (as in the case of the recent Middle East briefing development).

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b. SCC/PRC Meetings. There is not much that can be done about the NSC's scheduling of these meetings. However, we can perhaps capitalize on the work that goes into the preparation for them by drawing on that if the subject warrants consideration as a Presidential Briefing topic (e.g. SALT, M-X Basing, Central America). Again, as with Presidential Briefings, NFAC will usually have primary responsibility for preparing the Briefing Book for these meetings while ensuring all equities are reflected (the DCI at these meetings speaks for the entire Community, not just the CIA). With respect to preparations for these meetings:

- The assigned action officer (usually an NIO) will have the responsibility for Briefing Book preparation.
- Time permitting these books (one each for the DCI and DDCI) should be forwarded via this office two days before a given meeting. This will allow the opportunity to review the material and respond to any questions and, if necessary, have a pre-brief session with concerned individuals.
- These books should be complete, yet brief, and should consist of:
 - Table of Contents
 - Agenda (usually provided by NSC)
 - DCI Talking Points (1-2 pages)--(What the DCI should say when, as is often the case, he is asked to open the meeting by providing the background/intelligence situation for the subject under discussion.)
 - Background memo. (2-3 pages)--(What are the key issues and expected positions of the other attendees.)
 - Additional Talking Points. (1-2 pages)--(Where appropriate these should briefly summarize any points the Director should make on any of the issues being discussed.)
 - Miscellaneous tabs with supporting papers that it is important for the DCI to read before any meeting (these should be highlighted.)
 - Relevant charts, graphics, tables.

- c. DCI Meetings with Cabinet Officers. We prepare briefing books for the Director's regular meetings with Brzezinski, Brown and Vance and for any other meetings he may have, for instance, with the Vice President or visiting dignitaries. In this regard we try to collect any item which the Director might want to raise at these meetings; however, if you have any items for discussion please call them to our attention, providing any relevant material (again brevity is helpful). (C)

3. This memorandum is provided for your information. It would be appreciated if you would give it the widest possible dissemination in your respective organizations. If you have any questions or would like to discuss any of the matters covered here, to include how we might be more responsive to your needs, please let me know. (U)

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MEMORANDUM F

DDCI

This is a draft memo which I'd like to send out for information if you think it would be appropriate. I have run it through Bruce Clarke who has given his OK. (he preferred something like I've I have an earlier draft memo he would provide to NFAC personnel - This would allow him to add any embellishing NFAC guidance).

Date

8/17

looks good

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